

# **READVERTISEMENT**

**State of Montana  
Department of Public Health and Human Services  
PO Box 4210 Helena, MT 59604**

## **VACANCY ANNOUNCEMENT**

**July 30, 2008**

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<b>TITLE:</b>	Program Manager/Residential Specialist
<b>POSITION NO:</b>	25201
<b>LOCATION:</b>	Child & Family Services Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	MEA/MFT
<b>PAY GRADE:</b>	Pay Plan 20, Pay Band 6
<b>STARTING SALARY:</b>	\$33,136 - \$41,420 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	Yes

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, August 13, 2008**. For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs).

**SPECIAL INFORMATION:** The successful candidate must have a valid Montana driver's license as approximately 25% travel is required. This position is a mandated reporter of child abuse and neglect. This position requests, maintains, utilizes and must safeguard sensitive, confidential and protected health care information.

**CRIMINAL RECORDS AND CHILD PROTECTIVE SERVICES BACKGROUND CHECK:** All successful applicants will be required to sign a release form, which authorizes the department to conduct a criminal record review to determine whether the applicant has been convicted of any criminal acts that are directly related to the responsibilities of the prospective job. The department will also conduct a child protective services check to determine if the applicant has any involvement with the CPS system, which would be relevant to the position.

**TYPICAL DUTIES:** This position is the division program contract liaison for foster care contracted services and is responsible for program content of contracts with foster care facilities and

treatment programs. This position is responsible for statewide policy and program development, consultation, and provision of technical assistance to field staff for out-of-home services (including therapeutic foster care and youth group homes, Medicaid and non-Medicaid youth treatment facilities and other services). This position is required to maintain a high degree of knowledge about placement options for children and youth both in- and out-of-state, including placement options for children/youth served by each facility and availability of services at various facilities; develops statewide policy and program development, and provides consultation, training, and technical assistance to division staff; interpret state and federal laws, rules and regulations and monitor compliance for management in assigned areas of responsibility; provide training to division staff on treatment services for emotionally disturbed children; and perform additional duties and responsibilities as assigned.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of placement options for children/youth, including the treatment of seriously emotionally disturbed children and adolescents; federal regulations, Montana Code Annotated, administrative rules, regulations, policy and inter-agency agreements under which the Department provides services to children and youth, including those who are seriously emotionally disturbed; and state purchasing and contracting requirements.

Skills: Skill in oral and written communication; analysis and problem solving; leadership; being a self-starter and able to work independently under general guidance and supervision from the Bureau Chief; and working well under pressure, adapting to change and completing tasks under changing conditions.

Abilities: Ability to establish and maintain effective, collaborative working relationships with a wide variety of management and professional staff; be a team player; manage differences and resolve conflict; independently analyze complex, sensitive or multi-faceted situations that require attention or resolution; and focus efforts and energy on successfully attaining clear, accurate, timely and measurable outcomes of importance to the organization.

**EDUCATION/EXPERIENCE REQUIRED:** Bachelor's degree in social work or related field **AND** five years of job related experience **OR** Master's degree in social work or related field **AND** three years of job related experience. Child Protective Services experience is preferred.

**APPLICATION AND SELECTION PROCESS:** This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, rev.05/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or PHHS Certification of Disability form;
3. Photocopy of transcripts for any coursework at a college or technical school. (*Only degrees from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements*). **If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to:** HUMAN RESOURCES, PO Box 4210, Helena MT 59604; and
4. Supplement question.

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits including a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire** documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

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**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.

## SUPPLEMENT QUESTION

Department of Public Health and Human Services  
Title: Program Manager/Residential Specialist  
Position: #25201  
Location: Child & Family Services Division, Helena

This supplement will be reviewed separately from the state application you submitted, and it will become a further basis for our evaluation of candidates. Your response to this supplement question must be printed clearly or typed on standard 8.5 x 11 inch paper. Your response should be clear, concise and numbered. Since your response will be reviewed separately from your state application, please repeat any information that may appear on it or your resume rather than writing 'see my resume or application.'

### QUESTION

NOTE: Your answer to the following question must be specific as to dates and employers. If this supplement is used as a screening tool, your answer may be rated based on months or years of experience. Reference will not be made back to your state application or resume.

1. Please describe in detail what qualifies you to be the best candidate for this position. (Please limit your response to two typewritten pages.)